



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-53

<u>OPEN TO</u>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<u>POSITION</u>	Purchasing Agent
<u>OPENING DATE</u>	Tuesday: November 15, 2011
<u>CLOSING DATE</u>	Tuesday: November 29, 2011
<u>WORK HOURS</u>	Full-time; 40 hour workweek
<u>GRADE/SALARY</u>	FSN-6 USD 10,534.00

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Purchasing Agent at the General Service Office.

BASIC FUNCTION OF POSITION

Incumbent processes local/offshore petty cash, purchase card, purchase order, and blanket purchase order procurements in the Procurement Unit of the General Services Office at the U.S. Embassy in Khartoum. Reports to the Procurement Specialist.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

- **Education:**

Completion of secondary school

- **Work Experience:**

At least one year experience in the procurement field and 2 years general office experience.

- **Language Proficiency (Applicants Will be tested as applicable):**

English Level IV(Fluent)

Arabic Level III(Good Working Knowledge)

- **Skills and Abilities:**

- Strong interpersonal skills in dealing tactfully yet effectively with American customers.
- Must be proficient in use of computers, including Excel spreadsheets and Microsoft Word.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.